

Wilson Area School District

Requisition of Supplies and Equipment

Sound business techniques require that purchases of supplies or equipment may not be made without approval.* Purchases made without prior approval from authorized personnel may become the personal liability of the person making the purchase.

All requests for purchases must be on a requisition form entered on our software program. Requisitions must follow building procedures explained below.

1. High School

- a. The high school principal will receive and approve all requisitions for purchases and then forward them to the superintendent for approval. The only exceptions are purchases from the Student Activities Account.
- b. The high school principal will authorize all purchases to be charged to the Student Activities Account. Student activity vouchers may be obtained in the principal's office.

Each activity advisor is responsible for limiting his/her expenditure requests to the amount available in his/her particular activity account. Expenditures without proper authorization may become the personal liability of the advisor making the purchase.

2. Middle School

The middle school principal will receive and approve requisitions for purchases and forward them to the superintendent for approval.

3. Elementary Schools

The elementary principal will receive and approve requisitions for purchases and forward them to the superintendent for approval.

4. Custodians

The building and grounds coordinator or business manager will approve all requests for purchases. Purchase order requisitions will be entered by the business office.

5. Technology

The superintendent will approve all technology requisitions.

6. Athletic

The request for purchase of supplies and equipment must be submitted to the high school principal and must be approved by the superintendent.

*S.L.P. Section 806 and 807.